



Coast Guard Flag Voice 55

ENLISTED EVALUATIONS

This Flag Voice focuses on the critical relationship of the enlisted evaluations to other personnel management processes - important human resource decisions affected by submitting prompt, accurate enlisted evaluations. Officer in Charge boards, selection for special assignment billets and Officer Candidate School, and warrant officer appointments, not to mention the routine assignment process, all use enlisted evaluations. However, the most frequent, perhaps most important use of evaluations for most members is in the enlisted advancement system. Late, inaccurate evaluations could well jeopardize our members' consideration for or participation in any of these actions.

The Personnel Manual (Chapter 10) describes both the evaluation schedule and the time frame for submissions to HRSIC. For the past two years, a substantial number of enlisted evaluations have arrived at HRSIC late. What is late? The Personnel Manual states members should sign their evaluations by the 21st day past the deadline date for their specific paygrade. Units should then mail the evaluations to HRSIC (ADV) to arrive by 30 days after the submission date. For example, a BM3 should sign his 31 March routine end-period evaluation by 21 April and HRSIC should receive them by 30 April for timely processing. If the evaluation arrives 1 May or thereafter, it is late!

To address the concern that operational commitments sometimes prevent complying with the submission schedule, HRSIC has begun to mail evaluation bar code labels to units with their monthly Leave and Earning Statements. The labels should arrive at units within 30 days of each deadline date, which gives units approximately 55 days to complete all evaluations for a specific paygrade with an additional 5 days for auditing and mailing to HRSIC.

The supervisor, marking official, and approving official must comply with the evaluation schedule. When we do not, our enlisted members can suffer. A junior enlisted member should not have to remind their supervisor the evaluations are due. Many of our people are unaware of missing evaluations until their Personnel Data Extract (PDE) for an upcoming Service-Wide informs them they are disqualified due to missing marks. Units then must hurriedly complete evaluations to record the member's performance for a period long past. HRSIC (ADV) has published the overdue evaluation statistics for districts, area offices and headquarters units that can be accessed from the HRSIC home page at <http://www.uscg.mil/hq/hrsic/index.htm> under "Advancements & Evaluations."

In Flag Voice 9 I discussed legitimate reasons why the enlisted advancement list can be delayed. I also expressed concern about the detrimental effect late or missing evaluations had on the eligibility list's accurate, timely publication. This unnecessary delay still plagues our advancement process, and it's compounded by inaccurate preparation of the evaluation form. In the past two years, HRSIC has

processed approximately 120,000 enlisted evaluations. One-third, or almost 40,000 evaluations, required manual correction by HRSIC or return to the unit for correction. Two of the most significant causes for rejections are too many marks in a factor field and missing signatures. Too many marks in a field commonly results from the rating chain using heavy x's or dots to recommend factor values to the approving official. Using light x's or dots or erasing those different from the final mark will alleviate this problem. A quick, visual quality control inspection for all required signatures before mailing the forms to HRISC will prevent most missing signature rejections. For a step-by-step guide to correctly completing evaluations and a comprehensive list of reasons for rejections, please refer to HRSIC at: <http://www.uscg.mil/hq/hrsic/evals2.htm>.

How do we correct this problem? By educating ourselves. Every officer, enlisted or civilian, from the approving official to the evaluated member, must become aware of what constitutes an accurate, complete evaluation form. That information is available from both the first page of the evaluation form and in Chapter 10 of the Personnel Manual. HRSIC (ADV) also has developed a guide for correctly completing the evaluation form. Contact them for a copy if you haven't received one: (785) 357-3400. Or, print one from the HRSIC home page.

Performance evaluations affect every aspect of a member's career. Each of us owes our subordinates on-time, correctly prepared feedback on their performance. I ask all of us to commit to improving our own performance of this critical task. Thanks!

Regards, FL Ames

[Flag Voice Contents](#)

This page is maintained by [HR Webmaster \(CG-1A\)](#)